

**Glenn Research Center  
Leave Program Fact Sheet**

**SICK LEAVE**

**Purpose**

Sick leave is provided to employees for paid time off for the following reasons:

- to receive medical, dental, or optical examination or treatment;
- if personally incapacitated from performing duties due to physical or mental illness, injury, pregnancy, or childbirth;
- to provide care for a family member who is incapacitated as the result of physical or mental illness, injury, pregnancy, or childbirth or who receives medical, dental, or optical examination or treatment;
- to make arrangements necessitated by the death of a family member or to attend a funeral service of a family member (referred to as “bereavement purposes”);
- if, as determined by the health authorities having jurisdiction or by a health care provider, the employee would jeopardize the health of others by his or her presence on the job because of exposure to a communicable disease; or
- for purposes relating to the adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

**Crediting Sick Leave**

Full-time employees earn sick leave at the rate of 4 hours for each completed full biweekly pay period. Part-time employees earn sick leave at the rate of 1 hour for 20 hours in a pay status.

**Restrictions on the Use of Family Friendly Sick Leave**

Family Friendly Sick Leave may only be used to care for family members that include (1) spouse and spouse’s parents; (2) children and their spouses; (3) parents; (4) siblings and their spouses; (5) and anyone related by blood or affinity whose close association with the employee is equivalent of a family relationship.

Full-time employees may use 40 hours (5 days) of sick leave per leave year to care for a family member or for bereavement purposes without regard to their current sick leave balance. Part-time employees or employees with an uncommon tour of duty may use up to the average number of hours in the employees scheduled tour of duty each week per leave year.

Full-time employees may use up to an additional 64 hours (for a total of 104 hours) per leave year if he/she maintains a balance of at least 80 hours of sick leave in his or her sick leave account. Part-time employees or employees with an uncommon tour of duty may use no more than the number of hours of sick leave normally accrued by that employee during the leave year.

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**Restrictions on the Use of Family Friendly Sick Leave (Continued)**

Full-time employees may use up to a total of 12 workweeks (480 hours) to care for a family member with a serious health condition. This is only available to those employees who maintain a balance of 40 hours.

**Granting and Using Sick Leave**

Immediate Supervisors are authorized to grant sick leave requests. Employees are entitled to use accrued sick leave for the purposes outlined above if requested in accordance with established procedures and medically documented, as required.<sup>2</sup>

**Requesting Sick Leave**

An employee must request advance approval to use sick leave for prearranged medical, dental, or optical examination or treatment and, to the extent possible, for the adoption of a child or to make arrangements/attend a family member's funeral.

An employee who is to be absent because of illness or injury must notify his/her supervisor on the first day of the absence and inform him/her of the approximate duration of the absence.

Sick leave absences are applied for as follows:

- For an absence of 3 consecutive workdays or less approved by the supervisor, the absence is recorded on the timesheet, which is signed by the employee.
- For an absence of more than 3 consecutive workdays, the employee must submit a medical certificate or other acceptable evidence. An e-mail may be used to document this certification. The medical certificate or other evidence of incapacity must be submitted to the supervisor within 15 calendar days after returning to duty.

Failure to submit the medical certificate or other evidence of incapacity will result in the absence being charged to annual leave, LWOP, if approved, or AWOL if the circumstance warrants.

**References:**

5 CFR 630, Subpart D (630.401-409)

NPG 3600.1, Attendance and Leave

Office of Human Resources Web Site: <http://www.lerc.nasa.gov/WWW/OHR>

Office of Personnel Management Leave Administration Web Site:  
<http://www.opm.gov/oca/leave/index.htm>

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